

TAMU Bilingual Education Program
Online ESL Certification Prep Course

Scholarship Application Procedure

(Page 1-Instructions; Pages 2-3-Information to be signed and submitted)

Texas A&M University's Bilingual Education Program will award scholarships for teachers to take the Online ESL Certification Prep Course to prepare for the TExES ESL Supplemental Examination #154. Scholarships will be awarded on a first-come-first-serve basis according to rules and procedures listed below, as long as funding is available. The cost of the course is \$400, before scholarships.

Rules

- 1) Administrator elects nominee(s).
- 2) Applications must be submitted using the attached application form.
- 3) Scholarship recipient must complete the course on or before the set deadline that includes one month after end of instruction date. (Individual pre-arranged exceptions allowed.)
- 4) 50% of the \$400 scholarship (\$200) will be awarded upfront by the Bilingual Education Program. The remaining 50% will be paid upfront by either the ISD, or the participant. The \$200 paid by the ISD or by the participant will be reimbursed, upon the participant's completion of the course in accordance with the guidelines.
- 5) The course participant will notify Bilingual Education Programs of their TExES test and certification results.

Procedures

- 1) Fill out the attached application form. (Please type or print legibly.)
- 2) Fax completed application form to:
(979) 458-0192
ATTN: Online ESL Certification Prep Course
- 3) Checks payable to **Bilingual Education Programs**.
Send to:
Bilingual Education Programs
ATTN: Dr. Rafael Lara-Alecio
4225 TAMU
College Station, TX 77843-4225
- 4) TAMU Bilingual Program will notify administrator of receipt of application.
- 5) TAMU Bilingual Program will notify administrator of scholarship award by email.
- 6) 50% the course must be paid at the time of registration by check or purchase order. Participants will be withdrawn from the course if payment is not received/arranged by the 10th day of class.
- 7) ISD or individual applying for scholarship must submit a signed W-9 in order to be able to receive reimbursement. (W-9 may be form sent separately.)
- 8) Upon completion of the course within the stated deadline, the \$200 that was paid will be reimbursed.

Questions? Contact:
Online ESL Certification Prep Course
(979) 845-2599
bilingualed@tamu.edu
Bilingual Education Program, Department of Educational Psychology
College of Education & Human Development, Texas A&M University

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and Project WAT, Office of English Language Acquisition, US Dept. of Education

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Scholarship Application Form

Nominee Information

Please complete the following information about your scholarship nominee.

Teacher's Name: (as it appears on SBEC Texas Educator Certificate)

First _____ Middle _____ Last _____

School _____ District _____

Teaching Assignment: Subject(s) _____ Grade Level(s) _____

E-mail Address: _____

Participation

ISD
 Individual

Select Course Section

Course Section	Reg. Deadline	Completion Deadline
Nov. 2 – Jan. 29, 2010	Oct. 28, 2009	Feb. 26, 2010
Jan. 25 – Apr. 9, 2010	Jan. 20, 2010	May 7, 2010
Apr. 5 – June 18, 2010	Mar. 31, 2010	Jul. 16, 2010
Jun. 7 – Aug. 20, 2010	Jun. 2, 2010	Sept. 17, 2010

Specific dates subject to change.

Communication with Texas A&M Online Certification Prep Course personnel

I understand that I need to communicate any difficulties that interfere with course progress with the Texas A&M Online Certification Prep Course personnel (instructor, program coordinator, or other office personnel) in a timely manner. If I decide to withdraw from the class, or request to transfer to a different section/date, I need to contact the program personnel. Withdrawal from the class is permitted up to the end of Lesson 1 with no consequences for me or my school district. Any monies that have been paid before the end of Lesson 1 will be refunded. If I participate in any activities after Lesson 1, then either I or the school district will be responsible for the cost of the course.

I agree

Intention to complete course on or before closing date

It is my intention to complete all the course work for the Online ESL Certification Test Prep Course on or before the set completion deadline of the course. I understand that completion of the course includes completion of the End of Course Survey found in the Assessment Tool of the Online Course.

I agree

I will provide to the Bilingual Education Programs at Texas A&M University:

- ✓ A copy of my TExES #154 test results
- ✓ Notification of the date the ESL supplemental certification is added to my certificate
- ✓ Whether or not my teaching position is with ELLs within one year of adding ESL certification to my teaching certificate

I agree

Fees

I understand that if I do not complete all of the course work by the stated course completion date, there will be no \$200 reimbursement.

I agree

Nominee's Signature _____ Date _____

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Scholarship Application Form

Administrator Information

Administrator's Name:
 Title _____ First _____ Last _____
 Professional Title/Position _____
 School District _____
 E-mail Address _____
 Office Telephone Number (_____) _____
 Street Address _____
 City _____ State _____ ZIP Code _____

Select Course Section

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Select Payment Method (to be reimbursed when guidelines are met)
 Check
 Purchase Order

Administrator's Agreement

Please read and sign the statement below.

- ✓ I agree to pay 50% of the \$400 course registration fee (\$200) within 10 days of the start date of the course by check or purchase order.
- ✓ Scholarship recipients must complete all lesson modules by prescribed date, approximately one month after end of course (individual exceptions may be pre-arranged with instructor). If this scholarship nominee is awarded a scholarship and fails to complete the course by the prescribed date, the nominee's school district will not receive the \$200 reimbursement of the registration fee.
- ✓ As the administrator, I give professional support to this teacher to complete this certification prep class, and to become a certified ESL teacher.

I have read the statement above, and I agree to its contents.

 Signature of Nominating Administrator Date

For Office Use Only: TEA _____ WAT _____ District Individual
 Check _____ Money Order _____ Purchase Order _____ Credit Card
 Installment 1 _____ Installment 2 _____